



UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

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ForO 4400.3B

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FORCE ORDER 4400.3B

From: Commanding General
To: Distribution List

Subj: TEMPORARY LOAN OF EQUIPMENT WITHIN III MARINE
EXPEDITIONARY FORCE (III MEF)

Ref: (a) MCO P4400.150D
(b) MCO P4400.162B
(c) UM 4400.124

1. Purpose. To publish policy and procedures for the temporary loan (temp loan) of equipment within III Marine Expeditionary Force (III MEF).

2. Cancellation. ForO 4400.3A.

3. Background. Paragraph 5012 of reference (a) is the Marine Corps policy for temporary loans of organic property to individuals or organizations, providing policy regarding such issues as length of temporary loans (usually 30 days) and accountability. This MEF Order provides amplification and guidance for the administration of temporary loans within III MEF. As stated in reference (a), the temporary loan of organic property to an organization under another command (or organization) is neither desired nor encouraged. However, upon the determination by the consumer-level commander that such a loan is necessary and is in the best interest of all concerned, a loan may be authorized. A consumer-level commander is defined as the commander of a unit, normally a battalion or a squadron, which has the authority to submit supply requisitions directly to the intermediate level supply activity, or SASSY Management Unit. III MEF units may also be directed to temporarily loan equipment to commands or organizations both internal and external to the MEF in support of tests, exercises, or operations.

4. Loans of Organic Property to Individuals/Organizations Internal to III MEF

a. Temp loan of equipment to individuals or units within a consumer level supply activity (e.g., a battalion or squadron) may be authorized by the commanding officer of the supply activity (e.g., the battalion commander or squadron commander).

This authority is normally executed through the battalion or squadron supply officer.

b. Temporary loan between commands of a Major Subordinate Command (MSC) may be authorized by the MSC commander.

c. Temporary loans between III MEF MSCs may be approved by the granting MSC commander. In the event that a requirement for equipment cannot be coordinated between MSCs, the request will be forwarded to the Commanding General, III MEF (AC/S, G-4/Supply). Direct liaison between III MEF MSCs is authorized for internal MEF equipment temp loans. Only after exhausting all means within the parent command, and after reaching an impasse with MSCs internal to III MEF, should MSCs request temp loan assistance from this Command Element. Headquarters and Service Battalion, III MEF, 7th Communication Battalion and 31st Marine Expeditionary Unit are authorized direct liaison with MSCs to coordinate temp loan requests. However, the formal request will be submitted to Commanding General, III MEF (AC/S, G-4/Supply).

d. Requests for equipment with operator(s) are not considered temp loans. Such requirements constitute a request for combat service support and will be forwarded to CG, III MEF, G-4/Ops for coordination.

5. Temp Loans of III MEF Equipment to External Organizations

a. Requests from external organizations to temp loan III MEF equipment must be routed via the external unit's chain of command, through Commander, Marine Forces Pacific, to CG, III MEF.

b. III MEF equipment will not be temp loaned to an external organization unless approved by the Commanding General, III MEF.

c. Temporary loans of III MEF materiel or equipment to defense contractors or veteran's organizations are governed by the provisions of reference (b).

6. Temp Loans of Equipment from External Organizations by III MEF Units

a. III MEF units which desire to temp loan equipment from an external organization may do so without the specific approval of CG, III MEF, provided the temp loan will not result in the requirement for supply, maintenance, transportation or financial

support from III MEF. Such temp loans may be arranged directly between the III MEF unit and the external organization.

b. Temp loans of equipment from external organizations which could result in a requirement for supply, maintenance, transportation or financial support from III MEF must be requested through the chain-of-command and approved by the Commanding General, III MEF.

c. III MEF organizations who borrow equipment from commercial vendors must ensure that such loans do not obligate the government without proper authority or result in an unauthorized commitment of funds. Prior to entering into such a temp loan agreement, the borrowing unit should consult with the Regional Contracting Office or their respective Staff Judge Advocate's office.

7. Accounting for Experimental Equipment on Temporary Loan to III MEF Units

a. III MEF units are frequently tasked to participate in operational testing and evaluation of equipment. Normal procedures for maintaining custody apply to experimental equipment. Experimental equipment remaining in the custody of III MEF units for more than 30 days must be accounted for on official property records. Locally assigned Table of Authorized Material Control Numbers (TAMCN) and stock numbers will be utilized as required.

b. Transfer of Custody of Experimental Equipment

(1) Occasionally, upon the conclusion of operational testing, permanent custody of experimental equipment is offered to III MEF units. Experimental equipment normally has not been adopted for procurement and usually is provided without integrated logistics support (e.g., repair parts, special tools and calibration equipment, technical manuals, trained mechanics, etc.). Such items may require upgrades to existing facilities (e.g., increased electrical power, improved air conditioning, stronger walls for indoor shooting ranges, etc.) or additional facilities in order to provide for safe and proper use, care, and storage. Additionally, funds for the logistical support of experimental equipment are usually not provided with the equipment; consequently, experimental equipment may divert scarce funds from the maintenance and operation of authorized Table of Equipment (T/E) assets.

(2) III MEF units will not take permanent or long term custody of experimental equipment upon the conclusion of operational testing without prior approval of the Commanding General, III MEF.

(3) Exceptions to this policy must be requested in writing to the Commanding General, III MEF (AC/S, G-4) via the chain of command. The request will list the TAMCN/local TAMCN, National Stock Number (NSN)/local stock number, nomenclature, quantity and a brief description of each item. Additionally, requests will indicate that the requesting command will assume the responsibility to provide all logistical and funding support from organic resources. Such equipment will be retained by III MEF units only as long as they remain operational. When an experimental item becomes unserviceable or is no longer required, it will be offered back to the organization from which it was originally temp loaned. If that organization no longer wants the item, it will be disposed of in accordance with reference (a).

8. Administration

a. The following information will be included on all equipment temp loan requests:

(1) Name of exercise (i.e. Cobra Gold, Ulchi Focus Lens, etc.) equipment is needed to support.

(2) Justification for equipment requested.

(3) TAMCN.

(4) Equipment nomenclature (i.e., M998, HMMWV).

(5) Quantity required for each item of equipment requested.

(6) Pickup date.

(7) Return date.

(8) Point(s) of contact (Officer or Staff Noncommissioned Officer) and phone number(s).

b. Requests to III MEF for equipment temp loans will be submitted to this CE as soon as the requirement is identified, preferably 30 days prior to the requirement. Short-fused ForO

requests due to mission changes or other unforeseen circumstances will be reviewed and approved on a case-by-case basis.

9. Equipment Transfer

a. Custody Records. For each item of equipment being temp loaned, appropriate forms (NAVMCs 10359 or 10577, TurboSirs, or CMRs) will be used per references (a) and (c).

b. Preventive Maintenance (PM). Equipment earmarked for temp loan will have required preventive maintenance (PM) completed prior to temp loan, and should not be due for quarterly, semiannual, or annual PM during the period of temp loan.

c. Corrective Maintenance (CM). Equipment requiring CM will not be temp loaned until all required repairs have been completed.

d. On-Vehicle Equipment/On-Vehicle Material (OVE/OVM) and Collateral Equipment. Equipment temp loaned will be accompanied by OVE/OVM and collateral equipment that is necessary to operate and perform first echelon maintenance.

e. Limited Technical Inspection (LTI). All equipment will have joint LTIs completed prior to being temp loaned. Complete and accurate joint LTI's are essential as they are used as a basis for any reimbursements for loss of or damage to equipment. Qualified personnel will conduct LTI's, and when possible, be supervised by an officer or SNCO. Turnover and return LTI's should be accomplished by the same person, whenever possible. Inspections will be conducted at a site agreeable to the owning and borrowing units or as directed by this Command Element.

f. Requesting Units. Requesting units shall provide all personnel and transportation required to accomplish the transfer of temp loan equipment.

10. Return of Temp Loan Equipment

a. Prior to returning equipment, the borrowing unit will perform all required first echelon maintenance.

b. A joint return LTI will be conducted, as described in paragraph 9e above, and compared to the turnover LTI. Discrepancies will be noted and corrected if possible. The borrowing organization will reimburse the owning unit by either a

Cost Job Order Number (JON) or funds transfer for repair or replacement of damaged/missing equipment that was not repaired or replaced prior to the turnover.

c. Units external to III MEF must provide appropriation data, in advance of temp loan, to be used in the event that corrective maintenance is required.

11. Investigations. Missing, lost, stolen, or damaged equipment will be investigated per reference (b). The borrowing unit is responsible to request and conduct the investigation and to submit appropriate copies of the completed investigation to the unit providing the equipment.

12. Responsibilities

a. Assistant Chief of Staff , G-4, III MEF. The AC/S, G-4 has staff cognizance for the temporary loan of equipment requested by III MEF commands/units and external organizations.

b. Assistant Chief of Staff, G-6, III MEF. The AC/S, G-6 will review, approve, and source equipment for all temp loan requests submitted to AC/S, G-4 for Communication/Electronic, Automated Data Processing (ADP) and Information Technology equipment.

c. MEF Supply Officer. The AC/S, G-4, will exercise his responsibility through the III MEF Supply Officer who will serve as the point of contact on the MEF staff on all temporary loans. The III MEF Supply Officer will receive all requests to III MEF for temp loans, staff the requests with appropriate commodity managers/staff sections, assess requirements, and prepare recommendations for approval by the AC/S, G-4, based on priorities established by the Commanding General, III MEF.

d. Major Subordinate Commands and Elements. Third Marine Division, First Marine Aircraft Wing, Third Force Service Support Group, 31st Marine Expeditionary Unit, Headquarters and Service Battalion, III MEF, and 7th Communication Battalion are responsible to ensure that temp loan equipment is clean and

serviceable, SL-3 complete, operationally checked, and coordinated with requesting units when directed by III MEF.

J. L. Booker, Sr.
J. L. BOOKER, SR.
Chief of Staff

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